



CITY OF VINCENT

AGENDA

COVID-19 Relief and Recovery Committee

19 May 2020

Time: 5.00pm
**Location: E-Meeting, access available on the
City's website**
<http://webcast.vincent.wa.gov.au/>

David MacLennan
Chief Executive Officer

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Questions or statements made at an Ordinary Council Meeting can relate to matters that affect the City. Questions or statements made at a Special Meeting of the Council or a Committee Meeting must only relate to the purpose for which the meeting has been called.

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The following conditions apply to public questions and statements:

1. Questions/statements are to be emailed to governance@vincent.wa.gov.au by 3pm on the day of the Briefing/Meeting.
2. The email and question/statement is to be addressed to the Mayor (Presiding Member at Briefings/ Meetings).
3. Questions/statements are to be made politely in good faith and are not to be framed in such a way as to reflect adversely or be defamatory on an Elected Member or City Employee.
4. You must provide your full name and suburb in your email.
5. The question/statement will be read out and responded to, as appropriate, during public question time at the Briefing / Meeting. The maximum duration for the question/statement is 3 minutes.
6. Questions/statements and Administration's responses, as appropriate, will be included in the Minutes of the Council/Committee meeting.
7. Where practicable, responses to questions will be provided at the meeting. Where the information is not available or the question cannot be answered, it will be "taken on notice" and a written response will be sent by the Chief Executive Officer to the person asking the question. A copy of the reply will be included in the Agenda of the next Ordinary meeting of the Council.
8. It is not intended that public speaking time should be used as a means to obtain information that would not be made available if it was sought from the City's records under Section 5.94 of the *Local Government Act 1995* or the *Freedom of Information Act 1992* (FOI Act). The CEO will advise the member of the public that the information may be sought in accordance with the FOI Act.

RECORDING AND WEBSTREAMING OF COUNCIL MEETINGS

- All Ordinary and Special Council Meetings are electronically recorded except when the Council resolves to go behind closed doors;
- All recordings are retained as part of the City's records in accordance with the General Disposal Authority for Local Government Records produced by the Public Records Office;
- A copy of the recorded proceedings and/or a transcript of a particular section or all of a Council meeting is available in accordance with Policy No. 4.2.4 – Council Meetings – Recording and Web Streaming.
- Ordinary Meetings of Council and Council Briefings are streamed live on the internet in accordance with the City's Policy – 4.2.4 - *Council Meetings Recording and Web Streaming*. It is another way the City is striving for transparency and accountability in what we do.
- The live stream can be accessed from <http://webcast.vincent.wa.gov.au/>
- Images of the public gallery are not included in the webcast, however the voices of people in attendance may be captured and streamed.
- If you have any issues or concerns with the live streaming of meetings, please contact the City's Governance Team on 08 9273 6500.

Order Of Business

1	Introduction and Welcome	6
2	Apologies / Members on Leave of Absence	6
3	(a) Public Question Time and Receiving of Public Statements	6
	(b) Response to Previous Public Questions Taken on Notice	6
4	Declarations of Interest	6
5	Applications for Leave of Absence	6
6	Confirmation of Minutes	6
7	Business Arising	7
	7.1 COVID-19 Weekly Update	7
	7.2 Financial Assistance Recommendations for City Tenants - WA Swimming Association Inc.	19
	7.3 Business Initiatives	23
8	Announcements by Presiding Member (Without Discussion)	30
9	General Business	30
10	Confidential Items/Matters For Which The Meeting May Be Closed	30
11	Next Meeting	30
12	Closure	30

1 INTRODUCTION AND WELCOME

“The City of Vincent would like to acknowledge the Traditional Owners of the land, the Whadjuk people of the Noongar nation and pay our respects to Elders past, present and emerging”.

2 APOLOGIES / MEMBERS ON LEAVE OF ABSENCE

Nil

3 (A) PUBLIC QUESTION TIME AND RECEIVING OF PUBLIC STATEMENTS

(B) RESPONSE TO PREVIOUS PUBLIC QUESTIONS TAKEN ON NOTICE

Nil

4 DECLARATIONS OF INTEREST

5 APPLICATIONS FOR LEAVE OF ABSENCE

6 CONFIRMATION OF MINUTES

COVID-19 Relief and Recovery Committee - 12 May 2020

7 BUSINESS ARISING

7.1 COVID-19 WEEKLY UPDATE

Attachments: 1. COVID-19 Relief & Recovery Implementation Plan  

RECOMMENDATION

That the COVID-19 Relief and Recovery Committee NOTES the update on the City's actions relating to the COVID-19 pandemic.

PURPOSE OF REPORT:

This report provides an update on the actions to manage the COVID-19 pandemic in the City.

BACKGROUND:

The City has adopted a coordinated strategic approach to managing the COVID-19 pandemic. This was enacted at a Special Council Meeting on 30 March 2020, through the establishment of the COVID-19 Relief and Recovery Committee (the Committee) and endorsement of the COVID-19 Relief and Recovery Strategy (the Strategy). The Strategy is supported by an Implementation Plan which is a 'living document'; updated twice weekly.

The COVID-19 Weekly Update Report is a standing item on the Committee agenda which includes:

1. Status updates on the Implementation Plan – see **Attachment 1**;
2. Updates on announcements and directives by State and Federal Governments;
3. Information on the methodology used by the City to manage the COVID-19 pandemic;
4. Responses to matters raised by the Committee; and
5. Smaller updates on action items, which would not warrant the drafting of a separate report to the Committee.

DETAILS:

COVID-19 Announcements

With the State Government announcing the commencement of phase 2 easing of restrictions commencing 18 May 2020, the City has prepared the Roadmap to a COVIDSafe Vincent (the Roadmap) and implemented many actions to support our community and businesses. The City's Roadmap aligns with the recommendations of the Minister for Local Government Hon. David Templeman who has encouraged the Local Government Sector to take a leadership role during the phase 2 easing of restrictions.

Mr Templeman urged the sector to focus on:

- Re-opening libraries and other local government facilities that comply with the new requirements;
- Helping the restaurant and hospitality sector by being as flexible as possible in letting businesses open up again, particularly regarding alfresco operations;
- Moving back to conducting council and shire chamber meetings in person - while observing social distancing at all times - and with the public attending where possible;
- Promoting the new regional travel guidelines; and
- Re-opening sport and recreation facilities where practicable.

Implementation Plan

The Implementation Plan contains a consolidated approach by all Business Units to consider Our Health and Wellbeing, Our Community and Our Organisation. This Plan contains 15 new actions from the Roadmap endorsed by the Committee on 12 May 2020, which have been the focus of most business units in the past week.

The following table provides an overview of changes to the 'Key Actions' section of the Implementation Plan:

	Total Actions	New Actions	Amended Actions	Completed Actions
Our Health and Wellbeing	11	3	0	1
Our Community	41	11	0	19
Our Organisation	12	1	0	2

The Implementation Plan contains summarised updates on actions, and detailed updates are provided in separate reports. Some smaller updates in this report include:

1. Provide advice to sporting clubs on non-contact training (Item 2.35)

The City is developing checklists for sporting clubs to confirm COVID Safe guidelines are being met, and templates to inform them of the applicable restrictions. The City has been in contact with local soccer and AFL clubs to confirm requirements and approach to return of training.

Updated advice has been provided to tennis clubs and bowls club and the City has liaised with the croquet club in Highgate who have prepared a COVID Safe plan and are ready to reopen 18 May 2020.

2. Use of parks, sporting grounds and community halls (Items 2.29 and 2.30)

The City will require third party users of facilities to abide by the public health measures. The principles of a COVID Safety Plan would apply to groups who use community halls, which could involve a cleaning checklist that is to be submitted by these groups.

The City has reinstated the booking system and implemented increased cleaning measures. A 30 minute gap will be scheduled between bookings to ensure there is no overlap and also provide sufficient time for the exiting group to undertake mandatory cleaning to maintain hygiene measures. Cleaning equipment will be provided at all venues and the City will be increasing professional cleaning to all facilities.

3. Library and Local History Centre (Item 2.31)

The Library will reopen on 18 May 2020 and will focus on book borrowing services with access to the Local History Centre being available by appointment only. The customer service team is currently stationed at the Library, and numbers will be closely monitored.

4. Community Centre (Item 2.32)

The WA Government has permitted the reintroduction of seniors programs. These programs are vital to support social inclusion of this group. A risk assessment for reintroducing seniors programs is underway and will likely result in designated times and rooms that are exclusive to seniors to minimise exposure to other groups.

5. Beatty Park Leisure Centre (Items 2.33 and 2.34)

Beatty Park will operate as two distinct facilities, separating the pool areas from fitness classes. The pool areas can have 40 patrons – 20 indoors and 20 outdoors. A separate entrance would be provided for fitness classes which can operate with 20 patrons at a time. The opening date is to be confirmed due to some logistical matters including health clearances, booking systems, membership communications and cash handling.

6. Moving to conduct council meetings in person

Administration is investigating a transition to quasi eMeetings conducted via video-conference which allow attendance by Elected Members, staff and the public at the Council Chamber, subject to observance of the social distancing requirements. It is anticipated that this will be in place by the July Council Briefing. This will enable Elected Members, staff and members of the public to determine if they attend the meeting virtually or in person.

CONSULTATION/ADVERTISING:

Nil.

LEGAL/POLICY:

Nil.

RISK MANAGEMENT IMPLICATIONS:

COVID-19 is considered a high risk to the City and community.

STRATEGIC IMPLICATIONS:

This is in keeping with the City’s *Strategic Community Plan 2018-2028*:

Innovative and Accountable

Our community is aware of what we are doing and how we are meeting our goals.

COVID-19 RELIEF AND RECOVERY STRATEGY ALIGNMENT:



SUSTAINABILITY IMPLICATIONS:

Nil.

FINANCIAL/BUDGET IMPLICATIONS:

The financial and budget implications of COVID-19 will be covered in separate reports to the Committee.

COVID-19 Relief and Recovery Implementation Plan

Part 2 – Implementation Plan

2.1. Key Actions

	Key Action	Responsible Team	Support Team	Timing			Completed	Status 7 May 2020	Weekly update at 14 May 2020
				Short	Medium	Long			
1. Our Health and Wellbeing	1.2 Communications Plan developed including community messaging through website, social media and display at the City's facilities.	Marketing	Built Environment & Wellbeing	•				Ongoing. Implementing the decision made by the COVID-19 Committee on 5 May 2020.	Media release and social media content developed, to be released by end of week (15 May 2020).
	1.3 Maintain customer service support and consider a range of measures to support ongoing community engagement using online and innovative practices.	Customer Service	Beatty Park Library & Local History Centre	•			✓	Popup customer service counter has opened at the library building with cashier services available to customers. Social distancing measures have been implemented to maintain safety of staff and customers.	
	1.4 Consider developing a local campaign for flu season vaccinations.	Built Environment & Wellbeing	Marketing		•		✓		Community awareness commenced
	1.5 Draft Public Health Plan, community education campaign and stakeholder engagement.	Built Environment & Wellbeing	Marketing		•	•		Ongoing.	
	1.6 Engage with local businesses which support the City's public health (e.g. gyms, yoga), to encourage uptake of physical activity and wellbeing programs by the community.	Built Environment & Wellbeing	Marketing and Partnerships	•	•			Mental health and wellbeing support information is being included on the City's COVID-19 website. Health based businesses can participate in the 'Open for Business' program.	
	1.7 Explore new opportunities for delivering fitness programs.	Beatty Park Leisure Centre		•	•		✓	Healthy at Home webpage launched providing a collection of at-home fitness and nutrition programs to support a healthy body, mind and soul. https://www.beattypark.com.au/health-fitness/healthy-at-home .	Ongoing social media content to support the Healthy at Home content.
	1.8 Ensure there is a strong presence to manage public health issues, as advocated by the Department of Health.	Built Environment & Wellbeing		•	•	•			COVID-Environmental Health page available on the City's portal, with information to support our business community.
	1.9 Continue to promote our role to maintain social distancing, hand hygiene, respiratory hygiene, stay home when sick and download the COVIDSafe app; and develop signage and tools to ensure consistent messaging across the City's facilities and parks. (Phase 2 Action).	Built Environment & Wellbeing Marketing		•					
	1.10 Provide hand hygiene stations at all City buildings. (Phase 2 Action).	Beatty Park Customer & Library Services	Built Environment & Wellbeing	•					
	1.11 Support the WA Government to develop COVID Safety Plans and Guidelines. (Phase 2 Action).	Built Environment & Wellbeing	CEO's Office	•			✓		
	2. Our Community	2.3 Consideration of impacts of COVID-19 on City rate debtors.	Finance		•				
2.5 Budget and financial strategy for 2020/21 to consider a 0 yield increase and 0 fees and charges % rate and fees and charges increase.		Finance			•				To be presented in budget to OMC.
2.6 Consider Expression of Interest for disbursement of significant Leederville Gardens trust funds to assist vulnerable residents impacted by COVID-19.		CEO Office	Finance	•				Ongoing.	
2.7 Deliver programs funded through the Leederville Gardens trust fund and provide regular updates on progress of fundees.				•	•			Included at the request of the Committee on 5 May 2020.	Funding approved. Update to be provided as programs commence.

COVID-19 Relief and Recovery Implementation Plan

Key Action	Responsible Team	Support Team	Timing			Completed	Status 7 May 2020	Weekly update at 14 May 2020
			Short	Medium	Long			
2.14 Consider arts industry relief using developer contribution cash-in-lieu funds from Percent for Art fund.	Marketing	Policy & Place Development & Design	•					EOI is open. Development of the larger grants EOI now being prepared.
2.17 Maintain contact with clubs, community groups and stakeholders who use community facilities and sportsgrounds to assist in reviewing the financial and social impact of closures and cancellations.	Community Partnerships			•		✓	Discussions being held with three Soccer clubs to discuss possible return to training in line with The Arts Relief Working Group will be receiving proposals for grants of up to \$10K from Vincent artists until 25 May 2020. Artists are asked to provide a public art work that expresses the individual and community experience of living through COVID-19. The Expression of Interest document is available on the City's website and Grant recipients will be notified between from 10 to 24 June 2020.e with Government advice.	Attention now focussed on providing support for reopening under phase 2 State Government roadmap.
2.18 Consider sponsorship, grants and relief packages for community groups, sporting clubs and local businesses.	Policy & Place Community Partnerships	Finance		•		✓	No further update.	Budget allocated to community and sport club support for 2020/21 budget.
2.19 Consider events and initiatives to assist with economic rebound.	Policy & Place Marketing			•	•			Budget allocated in 20/21 budget. Once phase 3 of the roadmap is implemented and budget approved we will meet with the Town Teams to develop an activation schedule.
2.20 Support local businesses and buy local. Maintain contact with local businesses to understand the support they need and share reputable information.	Policy & Place Marketing		•	•	•		<ul style="list-style-type: none"> - Mother's Day local buying guide launched. - VendorPanel Market Place registration active on website. Market Place due to go live next week. 	<ul style="list-style-type: none"> - Shop local tagged lists for each Town Centre Visit Perth directory of COV retailers and F&B developed https://www.visitperth.com.au/. - Second e-newsletter to be sent this week offering further support. - Providing advisory service for developing COVID Safety Plans. - Closing Leederville Village Square as a trial for a month.
2.22 Consider the use of cash in lieu for parking funds.	Policy & Place		•	•			Report to be provided to the COVID-19 Committee Meeting in May 2020.	Report to be provided to the COVID-19 Committee Meeting 26 May 2020.
2.23 Consider preparing a community benefit incentive based policy position under Design WA.	Policy & Place	Development & Design	•	•	•		Currently being considered.	Currently being considered
2.24 Consider measures to continue support for homeless community.	Ranger Services	Community Partnerships	•	•	•			Continuing to actively engage with stakeholders and WA Police
2.25 Monitor public open space to educate community on social distancing measures.	Ranger Services Parks & Urban Green	Built Environment & Wellbeing	•	•	•	✓	Town centres are included as part of this morning, in addition to parks and gardens.	Successfully implemented measures for monitoring. This action is now covered by Phase 2 Action 2.1
2.27 Maintain online information on health, building and planning requirements for Businesses.	Built Environment & Wellbeing Development & Design		•			✓	All information ready for new COVID-19 portal.	
2.28 Monitor and respond to easing of COVID-19 restrictions on food and other businesses.	Built Environment & Wellbeing	Marketing Policy and Place	•	•		✓	Health Team developing checklists for food businesses, public buildings and aquatic facilities to adapt to potential easing of restrictions.	This action is now complete. Phase 2 Action item no. 2.9 and 2.10 is now in effect.
2.29 Gathering limit increase to 20 monitored in public spaces. (Phase 2 Action).	Ranger Services Parks		•					Noted. Will be monitored going forward.
2.30 Bookings permitted for groups of up to 20 in parks and community halls, and weddings of up to 30 in parks. (Phase 2 Action).	Marketing and Partnerships	Ranger Services	•	•				Booking system will be active with checklists made available for maintaining COVID safe requirements. Process underway.

COVID-19 Relief and Recovery Implementation Plan

	Key Action	Responsible Team	Support Team	Timing			Completed	Status 7 May 2020	Weekly update at 14 May 2020
				Short	Medium	Long			
	2.31 Reopen the Library and Local History Centre commencing with book borrowing services only, considering the 20 patron limit. (Phase 2 Action).	Customer & Library Services		•			✓		The Library reopening 18 May 2020 and will focus on book borrowing services with access to the Local History Centre being available by appointment only. The customer service team is currently stationed at the Library, and numbers will be closely monitored.
	2.32 Reopen the Loftus Community Centre, and ensure Seniors programs are reviewed to minimise infection risk. (Phase 2 Action).	Customer & Library Services	Built Environment & Wellbeing	•					The WA Government has permitted the reintroduction of seniors programs. These programs are vital to support social inclusion of this group. A risk assessment for reintroducing seniors programs is underway and will likely result in designated times and rooms that are exclusive to seniors to minimise exposure to other groups.
	2.33 Reopen the Beatty Park swimming pools with a limit of 20 patrons per pool. (Phase 2 Action).	Beatty Park Leisure Centre		•					Planning underway with intention to reopen Friday 22 May 2020. Preparing booking system and safety plans to inform process.
	2.34 Recommence Beatty Park fitness classes, with this area being segregated into a separate facility, with strictly no internal access to the pools. (Phase 2 Action).	Beatty Park Leisure Centre		•					Planning underway with intention to reopen Friday 22 May 2020. Preparing booking system and safety plans to inform process.
	2.35 Provide advice to sporting clubs on non-contact training. (Phase 2 Action).	Marketing & Partnerships	Built Environment & Wellbeing	•					Liaising with local soccer and AFL clubs to confirm requirements. Checklists being prepared and will be provided to clubs. Croquet club has submitted COVID safe plan and ready to reopen 18 May 2020.
	2.36 Commence recommissioning of drinking fountains and provide signage on healthy hygiene in proximity to the fountains. (Phase 2 Action).	Parks		•					Drink fountains turned on in following locations: Leederville Town centre x 4; Beaufort Street x 1; Jack Marks Reserve. General Taps in parks and attached to buildings are still operational to allow bottles to be refilled etc.
	2.37 Provide an advisory service to assist businesses and community facilities to develop COVID Safety Plans and complete COVID training. (Phase 2 Action).	Built Environment & Wellbeing	Policy & Place Marketing & Partnerships	•					Process underway. Advice to be provided in Business newsletter.
	2.38 Support the resumption of dine-in at restaurants, cafes, bars and pubs; including providing assistance to measure floor areas to determine maximum permitted numbers based on the 4 square metre density rule. (Phase 2 Action).	Built Environment & Wellbeing Policy & Place	Development & Design	•					Health team have been liaising with businesses and providing advice on maximum occupancy and tenancy size guiding COVID safe plan preparation.
	2.39 Engage with food businesses and other stakeholders to consider feasibility of outdoor eating areas in public spaces in town centres, noting Phase 2 and anticipating Phase 3 restrictions. (Phase 2 Action).	Policy & Place	Built Environment & Wellbeing Engineering	•					Process underway.
	2.40 Encourage people to return to their usual places of work and learning and encourage patrons to return to using public transport to support their local economy within public health requirements and guidelines. (Phase 2 Action).	Policy & Place		•					
3. Our Organisation	3.3 Realign and reprioritise services, projects, staff and resources towards relief and recovery.	Office of the CEO		•	•	•		Full service review underway to inform CBP and financial review.	Full service review underway to inform CBP and financial review.
	3.4 Review planned asset maintenance programs to reschedule works to support recovery.	Engineering Parks	Finance	•	•	•		Full review underway to inform CBP and financial review.	Full service review underway to inform CBP and financial review.

COVID-19 Relief and Recovery Implementation Plan

Key Action	Responsible Team	Support Team	Timing			Completed	Status 7 May 2020	Weekly update at 14 May 2020
			Short	Medium	Long			
3.5 Review of 2019/20 budget and cash flow for fourth quarter 2019/21 and forecast impacts. Report to Council on these impacts and identify a budget strategy to address these impacts, including redirection of funding to response initiatives.	Finance		•					To be presented to OMC.
3.6 Seek deferral of OAG performance audit of Information Technology.	Governance	ICT	•				To be presented to OMC.	To be presented to OMC.
3.7 Workforce optimisation strategies.	Human Resources		•	•	•		16 staff redeployed to date.	
3.8 Consider project readiness for potential State and Federal grant funding and further stimulus packages.	Engineering Policy & Place			•	•		To be presented to OMC.	To be presented to OMC.
3.9 Investigation of rate smoothing payments.	Finance		•	•			To be presented to OMC.	To be presented to OMC.
3.10 Health, Safety and wellness of organisation.	Human Resources		•	•	•		Considering a staggered approach to allowing officers to return to the City's offices, ensuring sound procedures are in place to provide a safe and healthy workplace.	The City has provided approximately 28 opportunities to date for redeployment on a secondment or casual basis since March 2020. Redeployment opportunities have been created within Information and Communication Technology, Parks, Marketing, Public Health and the City's Digitalisation Project.
3.11 Gross Rental Value re-evaluation.	Finance		•	•			To be discussed at budget workshop.	To be presented to OMC.
3.12 Develop best practice for returning to office where appropriate. (Phase 2 Action).	Human Resources	Built Environment & Wellbeing						Currently being prepared.

2.2. Completed actions

Key Action	Responsible Team	Support Team	Timing			Completed
			Short	Medium	Long	
1.1 Facility Plan developed for Beatty Park, Loftus Community Centre and Library and Local History Centre to implement public health directives.	Built Environment & Wellbeing	Beatty Park Library & Local History Centre	•			✓
2.1 Waive interest on all outstanding rates and a suspension of new debt collection activities.	Finance		•			✓
2.2 Refund all cancelled bookings at City-owned properties or facilities.	Community Partnerships	Finance	•			✓
2.4 Move to fortnightly payment of creditors.	Finance		•			✓
2.8 Expand Vincent Library e-book loans and Books on Wheels service.	Library & Local History Centre		•			✓
2.9 Promote Meals on Wheels Service.	Customer and Library Services (Community Centre)	Marketing Community Partnerships	•			✓
2.10 Explore opportunities to expand online library services.	Library & Local History Centre		•			✓
2.11 Discuss with local businesses to implement changes to car parking to support take away and home delivery services.	Engineering	Policy & Place	•			✓
2.12 Launched online planning applications for lodgement and tracking.	Development & Design	IT	•			✓
2.13 Expand Beaufort Street amnesty for change of use planning applications across Vincent.	Policy & Place	Development & Design	•			✓
2.15 Consider all waste services with a focus on essential service provision for bin collection. Also green waste, junk verge waste. Liaise with WALGA regarding contingency planning across local government.	Waste		•			✓
2.16 Consider timing of rollout of FOGO.	Waste		•			✓

COVID-19 Relief and Recovery Implementation Plan

	Key Action	Responsible Team	Support Team	Timing			Completed
				Short	Medium	Long	
	2.21 Advocate for rent relief for businesses affected by restrictions.	Policy & Place		•			✓
	2.26 Vincent Community Support Network.	Community and Business Services		•	•	•	✓
3. Our Organisation	3.1 Maintain ability for Council Members, Executive staff and community members to participate in Council Meetings.	Governance		•			✓
	3.1 Establish a Committee of Council to assisting responding effectively to COVID-19.	Governance		•			✓

2.3. Directives

The State Government issues directives to the City and across the State under the Emergency Management Act 2005 to respond to the emergency.

Date	Direction	Response
15 March 2020	Declaration of State of Emergency in respect of the pandemic caused by virus COVID-19: https://www.wa.gov.au/sites/default/files/2020-03/Declaration%20of%20State%20of%20Emergency.pdf	<ul style="list-style-type: none"> • Communication through emergency management networks.
16 March 2020	Declaration of Public Health State of Emergency: https://www.wa.gov.au/sites/default/files/2020-03/Western%20Australia%20Declaration%20of%20Public%20Health%20State%20of%20Emergency.pdf	<ul style="list-style-type: none"> • City implemented all directives. • City monitoring the situation in the community and liaising with WA Police who hold emergency powers.
20 March 2020	Direction regarding deliveries and waste collection: https://www.dlgsc.wa.gov.au/docs/default-source/news/public-authorities-(delivery-of-goods-and-collection-of-rubbish-and-refuse)-directions.pdf .	<ul style="list-style-type: none"> • Consider as part of Item 2.16.

2.4. Announcements

The State and Federal Government, and other agencies and organisations make announcements in relation to COVID-19.

Date	Announcement	Response
12 March 2020 & 22 March 2020	The Federal Government has announced a series of stimulus packages to support the Australian economy as it deals with this challenge: https://treasury.gov.au/coronavirus .	<ul style="list-style-type: none"> • Noted.
13 March 2020	Advice against holding non-essential public gatherings of more than 500 people from 16 March 2020: https://www.pm.gov.au/media/advice-coronavirus .	<ul style="list-style-type: none"> • Outdoor events >500 people cancelled and advertising ceased. • Event stakeholders engaged on this announcement.
16 March 2020	Self-isolation required for all people entering Australia for a period of 14 days: https://www.pm.gov.au/media/coronavirus-measures-endorsed-national-cabinet .	<ul style="list-style-type: none"> • Directive implemented by the City.
16 March 2020	The State Government announced economic response and relief packages to support the Western Australian economy as it deals with the impacts of COVID-19: https://www.mediastatements.wa.gov.au/Pages/McGowan/2020/03/COVID-19-economic-response-Relief-for-businesses-and-households.aspx .	<ul style="list-style-type: none"> • Noted.
18 March 2020	Non-essential indoor gathering limited to 100 people, social distancing of 1.5metres and hygiene measures required: https://www.pm.gov.au/media/update-coronavirus-measures .	<ul style="list-style-type: none"> • Documented management systems implemented at Beatty Park, Library and other facilities. • Local businesses advised of this announcement.
20 March 2020	Four square metre density applied to indoor gatherings: https://www.pm.gov.au/media/update-coronavirus-measures-0 .	<ul style="list-style-type: none"> • Local businesses advised of this announcement.
22 March 2020	The following facilities were restricted from opening from midday local time 23 March 2020: <ul style="list-style-type: none"> • Pubs, registered and licenced clubs (excluding bottle shops attached to these venues), hotels (excluding accommodation). • Gyms and indoor sporting venues. • Cinemas, entertainment venues, casinos, and night clubs. • Restaurants and cafes will be restricted to takeaway and/or home delivery. • Religious gatherings, places of worship or funerals (in enclosed spaces and other than very small groups and where the 1 person per 4 square metre rule applies). https://www.pm.gov.au/media/update-coronavirus-measures-220320 .	<ul style="list-style-type: none"> • Beatty Park, Library and other community facilities closed. • Local businesses advised of this announcement. • Monitoring of local businesses implemented by the City.
24 March 2020	Additional prohibited activities and venues to apply from 11.59pm (local time) 25 March 2020, including beauty therapists, health clubs, swimming pools, galleries, and restrictions on weddings, funerals and outdoor bootcamps: https://www.pm.gov.au/media/update-coronavirus-measures-24-March-2020 .	<ul style="list-style-type: none"> • Local businesses advised of this announcement.
29 March 2020	Public gatherings limited to two people, with some exceptions. Playgrounds, skate parks and outdoor gyms to close: https://www.pm.gov.au/media/national-cabinet-statement .	<ul style="list-style-type: none"> • Playgrounds, skate parks and outdoor gym equipment closed. • Public spaces monitored.
30 March 2020	\$130 billion JobKeeper wage subsidy program announced: https://www.pm.gov.au/media/130-billion-jobkeeper-payment-keep-australians-job .	<ul style="list-style-type: none"> • Information reviewed by the City.

COVID-19 Relief and Recovery Implementation Plan

Date	Announcement	Response
31 March 2020	Minister Stephen Dawson (Environment) announced container deposit scheme June 2 launch has been deferred https://www.mediastatements.wa.gov.au/Pages/McGowan/2020/03/Start-of-Containers-for-Change-deferred-due-to-COVID-19.aspx .	<ul style="list-style-type: none"> Information reviewed by the City.
3 April 2020	National Cabinet agreed that states and territories were best placed to address issues related to the impacts of COVID19 and local governments. https://www.pm.gov.au/media/update-coronavirus-measures-030420 . Minister Rita Saffioti (Planning) announced Planning legislation changes to support COVID-19 response and recovery: https://www.mediastatements.wa.gov.au/Pages/McGowan/2020/04/Planning-changes-support-COVID-19-response-and-recovery.aspx .	<ul style="list-style-type: none"> Noted. Awaiting State response. Information reviewed by City. Awaiting further announcement of state wide measures to be implemented. City advocating on support for local governments.
7 April 2020	National Cabinet prepared a mandatory Code of Conduct in relation to Commercial Tenancies that is to be implemented by all States and Territories: https://www.pm.gov.au/sites/default/files/files/national-cabinet-mandatory-code-ofconduct-sme-commercial-leasing-principles.pdf .	<ul style="list-style-type: none"> Currently being reviewed to consider implications for Vincent businesses.
9 April 2020	National Cabinet agreed to a nationally consistent approach to hardship support across the essential services (energy, water and rate) for households and small businesses. The Commonwealth is already taking action across the energy and telecommunications sectors to scale-up hardship support provided by those industries. State and territory governments agreed to adopt similar principles for the essential services within their remit, including water utilities and local governments: https://www.pm.gov.au/media/update-coronavirus-measures-3 .	<ul style="list-style-type: none"> Council at its Special Council Meeting 30 March 2020 agreed to freeze rates for 20/21 Budget year; defer debt recovery.
11 April 2020	Minister Rita Saffioti (Planning) issued exemption notice for local planning approvals to support COVID-19 response: https://www.mediastatements.wa.gov.au/Pages/McGowan/2020/04/Minister-issues-exemption-notice-for-local-planning-approvals.aspx .	<ul style="list-style-type: none"> Report has been prepared for COVID-19 Committee to consider Minister's exemptions and those planning exemptions approved by Council 30 March 2020.
14 April 2020	Hon. Mark McGowan MLA announced introduction of urgent legislation to address commercial and residential tenancies impacted by rental distress due to COVID-19: https://www.mediastatements.wa.gov.au/Pages/McGowan/2020/04/New-laws-to-provide-support-for-commercial-and-residential-tenants-and-landlords.aspx .	<ul style="list-style-type: none"> The Commercial Tenancies (COVID-19 Response) Bill 2020 will introduce a moratorium on evictions for small commercial tenancies and provide a range of other measures to offer support for tenants in response to COVID-19, including the introduction of a code of conduct for landlords and tenants. Potential relief for Business tenants across the City.
15 April 2020	Hon. David Templeman (Local Government) announced the Local Government Amendment (COVID-19 Response) Bill 2020 amends the <i>Local Government Act 1995</i> (the Act) in two key areas: <ul style="list-style-type: none"> modifications or suspension of legislative provisions; and local government local laws. https://www.mediastatements.wa.gov.au/Pages/McGowan/2020/04/Local-Government-Act-changes-to-support-COVID-19-response.aspx .	<ul style="list-style-type: none"> Under this change, local governments would have the power to remove restrictions and reduce red tape in order to support businesses and households during the current pandemic and consequent recovery. Awaiting release of information.
19 April 2020	WA Government announced the milestone of achieving 0 new COVID-19 cases. This also occurred on 21 April 2020.	<ul style="list-style-type: none"> Noted.
21 April 2020	Hon. Mark McGowan MLA and Hon John Quigley MLA announced moratorium and code of conduct to protect WA businesses. https://www.mediastatements.wa.gov.au/Pages/McGowan/2020/04/Eviction-moratorium-and-code-of-conduct-to-protect-WA-businesses.aspx .	<ul style="list-style-type: none"> Advocacy successful. Measures to be communicated to businesses on the City's Business support page.
23 April 2020	Hon. Mark McGowan MLA announced new State Government relief funds for tenants and landlords, including grants of up to \$2,000 for residential tenants and land tax reduction for landlords who provide rent relief for commercial tenants.	<ul style="list-style-type: none"> This information is being assessed.
27 April 2020	WA Government announced indoor and outdoor non-work gatherings of up to 10 people are now permitted, which includes: <ul style="list-style-type: none"> Weddings (increased from 5) and funerals; Outdoor personal training (no shared equipment); and Home opens and display village inspections. 	<ul style="list-style-type: none"> This will likely result in an increase in the number of groups training within the City's public reserves; Continued monitoring to be undertaken by Ranger services to ensure social distancing requirements are being maintained; and Recommence issuing permits for personal training groups.
29 April 2020	Hon. Mark McGowan MLA announced COVID-19 mandatory hygiene training for all WA hospitality venues covering the following key elements: <ul style="list-style-type: none"> Understanding COVID-19 and venue restrictions; Reporting personal health issues; Maintaining personal and work environment hygiene practices, specific to COVID-19; Reducing cross contamination through procedures, specific to COVID-19; and Effective cleaning and sanitising practices, specific to COVID-19. 	<ul style="list-style-type: none"> Confirmation required as to who will be responsible for monitoring accreditation and compliance, potentially additional responsibility for Environmental Health Officers.
7 May 2020	WA Government announces \$100m short term lending facility to support local governments and universities through COVID-19. This takes advantage of record low interest rates to provide low cost access to liquidity for these essential sectors with no loan guarantee fee charged on borrowings.	<ul style="list-style-type: none"> Information being considered.

COVID-19 Relief and Recovery Implementation Plan

Date	Announcement	Response
8 May 2020	National Cabinet announces three-step plan to gradually remove baseline restrictions and make Australia COVID-safe. <ul style="list-style-type: none"> Step 1 will focus on carefully reopening the economy, and giving Australians opportunities to return to work and social activities, including gatherings of up to 10 people, up to 5 visitors in the family home and some local and regional travel; Step 2 builds on this with gatherings of up to 20, and more businesses reopening, including gyms, beauty services and entertainment venues like galleries and cinemas; Step 3 will see a transition to COVID safe ways of living and working, with gatherings of up to 100 people permitted. Arrangements under step 3 will be the 'new normal' while the virus remains a threat. International travel and mass gatherings over 100 people will remain restricted; https://www.pm.gov.au/media/update-coronavirus-measures-08may20	<ul style="list-style-type: none"> Noted.
10 May 2020	WA Government announces roadmap for easing COVID-19 restrictions with phase 2 coming into effect 18 May 2020 encouraging Western Australians to return to work, so the WA economy can further rebuild in a safe and measured way. https://www.mediastatements.wa.gov.au/Pages/McGowan/2020/05/The-WA-roadmap-for-easing-COVID-19-restrictions.aspx	<ul style="list-style-type: none"> Noted. CoV roadmap presented to 12 May 2020 Committee meeting.
11 May 2020	Hon. Roger Cook and Hon. Paul Papalia announce COVID safety plans key to reopening WA businesses with template being developed in consultation with key stakeholders, to be released later this week. https://www.mediastatements.wa.gov.au/Pages/McGowan/2020/05/COVID-Safety-Plans-key-to-reopening-WA-businesses.aspx	<ul style="list-style-type: none"> Awaiting template release to distribute to applicable businesses. Need to consider how to assist non English speakers with completing.
12 May 2020	Hon. David Templeman announces Local Government sector urged to take leadership role during phase 2 easing of restrictions. Mr Templeman urged the sector to focus on a number of initiatives over the coming week, including: <ul style="list-style-type: none"> Re-opening libraries and other local government facilities that comply with the new requirements; Helping the restaurant and hospitality sector by being as flexible as possible in letting businesses open up again, particularly regarding alfresco operations; Moving back to conducting council and shire chamber meetings in person - while observing social distancing at all times - and with the public attending where possible; Promoting the new regional travel guidelines; Re-opening sport and recreation facilities where practicable; https://www.mediastatements.wa.gov.au/Pages/McGowan/2020/05/Local-Government-sector-urged-to-take-leadership-role.aspx	<ul style="list-style-type: none"> Noted. CoV roadmap presented to 12 May 2020 Committee meeting. Actions underway to support.

2.5. Requests

The State Government makes requests to Western Australian Local Governments to support recovery from COVID-19.

Date	Request	Response
17 March 2020	Hon. Mark McGowan MLA requested that the local government sector freeze all local government household rates, fees and charges in 2020/21 to ease the financial pressure on households and businesses.	<ul style="list-style-type: none"> Consider as part of Action 2.5.
25 March 2020	Hon. Rita Saffioti MLA requested that the local government sector to use discretionary powers and planning processes to both promote development and support businesses and adopt flexible approached to enforcement and compliance actions for servicing supply of supermarkets during this period.	<ul style="list-style-type: none"> Consider as part of Action 2.15.

2.6. Suggestions

During this time there are many suggestions and ideas put forward. Below is a summary of new ideas for the COVID-19 Committee to determine if they belong in the implementation table above.

Date	Suggestion	Response
1 April 2020	Suggestions from meeting with Town Teams and Town Team Movement 1 April 2020: 1. Create a business data base to share a business e-newsletter. Provide information from reputable sources. Continue to check in with local businesses and conduct health checks to understand support required. 2. Advocate for rent relief for businesses affected by restrictions. 3. Consider the use of percent for art funds for activations once restrictions are lifted. 4. Consider the use of cash in lieu for parking funds. 5. Consider preparing a community benefit incentive based policy position under Design WA.	Response: <ul style="list-style-type: none"> Include a new action in the Implementation Table above. Include a new action in the Implementation Table above. Consider as part of Action 2.15. Include a new action in the Implementation Table above. Include a new action in the Implementation Table above. Completed.

COVID-19 Relief and Recovery Implementation Plan

2.7. Development Update

The COVID-19 Committee has a number of decision making abilities delegated from Council. The following table provides an update on development matters relevant to the COVID-19 Committee.

Date	Matter	Response
N/A	N/A	• N/A

2.8. Good News Stories

A place for innovative solutions to be shared.

Date	Story
1 April 2020	Ilka have pivoted their business now designing and making scrubs for medical workers. Link: https://www.facebook.com/watch/?v=687702681996307 .
14 April 2020	RSLWA is encouraging all Aussies to get creative in a show of mateship this ANZAC Day – by standing in quiet contemplation at the end of their driveways, or on their balconies, at 6:00am on 25 April.
15 April 2020	Rangers and Parks staff have been monitoring City reserves and public spaces to ensure social distancing is being maintained. Very few instances of non-compliance.
15 April 2020	Big response to Beatty Park online Home Fitness Program over 2,500 daily views since launched. Increase of 300 followers.
23 April 2020	Information postcards are being delivered to the Community by end of week. Casual staff from Beatty Park were employed for this task reducing distribution costs and providing employment opportunities.
29 April 2020	Staff from Beatty Park have commenced scanning of hardcopy records to continue CBP item to digitise hardcopy property, planning and building files. This project usually requires contract staff and hire of a scanner, with staff working from home this allows use of unused existing office scanners.
6 May 2020	Working with the City's Health team Blake Street Merchant in North Perth have effectively adapted their café into a small corner store selling food essentials in response to the COVID-19 restrictions and reduced supplies.
11 May 2020	First drive through COVID clinic in WA opened at No.391 Oxford Street, Mount Hawthorn.

7.2 FINANCIAL ASSISTANCE RECOMMENDATIONS FOR CITY TENANTS - WA SWIMMING ASSOCIATION INC.

- Attachments:**
1. Summary of Swimming WA's financial assistance request - Confidential
 2. Proposed financial assistance for Swimming WA [↓](#) 

RECOMMENDATION

That the COVID-19 Relief and Recovery Committee:

1. In accordance with section 6.12 of the *Local Government Act 1995*, APPROVES the following financial assistance to the Western Australia Swimming Association Inc. (Swimming WA), which is proportionate to Swimming WA's reduction in turnover, calculated by the Chief Executive Officer as 70%:
 - 1.1 waiver of Swimming WA's obligation to pay 35% of rent becoming due and payable between 1 April 2020 and 30 June 2020; and
 - 1.2 deferral of the Swimming WA's obligation to pay 35% of rent becoming due and payable between 1 April 2020 and 30 June 2020.
2. APPROVES the Chief Executive Officer entering into a payment arrangement with Swimming WA for the payment of the deferred portion of Swimming WA's lease obligations as specified in Recommendation 1.2 above, whereby the:
 - 2.1 repayment period will be 12 months taking into account Swimming WA's remaining lease term or alternative period as agreed by the Chief Executive Officer and Swimming WA;
 - 2.2 repayment period will not commence prior to 1 October 2020 or such later date as agreed by the Chief Executive Officer and Swimming WA; and
 - 2.3 repayment instalments will be made by equal monthly instalments of the deferred amount over the duration of the repayment period.
3. NOTES that the Chief Executive Officer will review Swimming WA's financial position in July 2020 and present a recommendation to the COVID-19 Relief and Recovery Committee in respect to any further financial assistance, if required.

PURPOSE OF REPORT:

To consider the Western Australia Swimming Association Inc.'s (Swimming WA) application for financial assistance due to the adverse effect of COVID-19 pandemic on Swimming WA's operations.

BACKGROUND:

At its 21 April 2020 meeting the COVID-19 Relief and Recovery Committee (Committee) approved a minimum level of financial assistance being provided by the City to its tenants. The assistance provided depends on which category of the draft Property Management Framework (Framework) the tenant falls into. Swimming WA is a category 3 tenant.

The approach for category 3 tenants, which are commercial entities, State and National clubs and community organisations and Associations, is as follows:

- must apply for financial assistance, including rent waivers, rent deferrals and deferrals/waivers of other lease charges;
- applications will be considered on a case-by-case basis taking into account each tenant's downturn in trade/revenue (minimum 50% downturn required), financial statements, third party grants/assistance etc.; and

- any rent deferrals and outstanding debts will be subject to a repayment plan over a minimum term of 24 months.

The proposed approach for category 3 tenants aligns with the National Cabinet's 'Mandatory Code of Conduct – Small to Medium (SME) Commercial Leasing Principles during COVID-19' and the *State Commercial Tenancies (COVID-19 Response) Act 2020* (Act), which came into effect in April. The Act requires the adoption of a code of conduct (Code) to be effected by regulations. A Code is expected to be completed and adopted by the end of May 2020. Information available about the proposed terms of the Code indicates that it will reflect the terms of the National Cabinet's 'Mandatory Code of Conduct – Small to Medium (SME) Commercial Leasing Principles during COVID-19'. This includes a requirement that any rent waiver agreed by the landlord reflects the reduction in turnover suffered by the tenant.

As restrictions around social gatherings are eased, some tenants have been able to re-commence trading/functioning in a limited capacity. In light of this and as the Code has yet to be adopted, Administration recommends financial assistance, on the basis of the information provided to date, be granted to Swimming WA for the period 1 April 2020 to 30 June 2020 as set out below. Administration proposes to reassess Swimming WA's financial position in July 2020 to determine whether an extension of the period or nature of the financial assistance is required and a report will be put to the Committee accordingly.

DETAILS:

A summary of Swimming WA's application is at **Confidential Attachment 1**.

Swimming WA has provided financial statements and/or reports to detail their downturn, these indicate that Swimming WA has experienced an approximate 70% reduction in turnover.

Based on Administration's calculations of Swimming WA's reduction in income since 1 March 2020, Administration recommends the financial relief (figures are GST inclusive) by way of waivers and deferrals be granted to Swimming WA as detailed in **Attachment 2**.

The City's waiver of \$4,648.35 will be provided by way of a forgiveness of debt for the period 1 April 2020 to 30 June 2020. However, the deferred amount of \$4,648.35 will remain payable by the Swimming WA and Swimming WA will be required to enter into a payment arrangement with the City to repay its deferred amount over an agreed repayment period.

CONSULTATION/ADVERTISING:

Nil.

LEGAL/POLICY:

- *National Cabinet Mandatory Code of Conduct: SME Commercial Leasing Principles During COVID-19*.
- *Commercial Tenancies (COVID-19 Response) Act 2020* (WA).
- *Local Government Act 1995* (WA) - section 6.12

RISK MANAGEMENT IMPLICATIONS:

Low Risk: There is a low risk in the Committee granting the lease payment relief and deferral, as it aligns with the Act and National Code of Conduct. There is a small risk that the City may be unable to recover all the deferred amount if Swimming WA's financial situation worsens.

STRATEGIC IMPLICATIONS:

This is in keeping with the City's *Strategic Community Plan 2018-2028*:

Thriving Places

We are recognised as a City that supports local and small business.

Innovative and Accountable

Our resources and assets are planned and managed in an efficient and sustainable manner.

COVID-19 RELIEF AND RECOVERY STRATEGY ALIGNMENT:



SUSTAINABILITY IMPLICATIONS:

Nil.

FINANCIAL/BUDGET IMPLICATIONS:

The proposed financial assistance would result in the:

- (a) City experiencing a loss of lease income of approximately \$4,648 between 1 April 2020 and 30 June 2020; and
- (b) Payment of approximately \$4,648 by Swimming WA being deferred and repaid over a period of between 12 and 24 months from 1 October 2020, or a later date as determined by the Chief Executive Officer.

Proposed Tenant Financial Assistance – Swimming WA

Swimming WA - Rent \$4,427 per month (including GST)		
35% Rent waiver	= \$1,549.45 p/m x 3 =	\$4,648.35
	Total waived \$ =	\$4,648.35
35% Rent deferral	= \$1,549.45 p/m x 3 =	\$4,648.35
Repayment plan for deferred rent	\$387.36 p/m x 12* months =	\$4,648.35
*12 month repayment plan based on remaining lease term, subject to CEO and tenant agreement.		
30% balance of Rent payable by tenant	= \$1,328.10 p/m x 3 =	\$3,984.30

7.3 BUSINESS INITIATIVES

Attachments: 1. **Business e-Newsletter - 24 April 2020** [↓](#) 

RECOMMENDATION

That the COVID-19 Relief and Recovery Committee NOTES the progress report on the City's business support initiatives.

PURPOSE OF REPORT:

To update the COVID-19 Relief and Recovery Committee on the progress of the business support measures determined in partnership with the City's Town Teams and the Town Team Movement.

BACKGROUND:

Council adopted the COVID-19 Relief and Recovery Strategy and Implementation Plan (the Strategy) at the Special Council Meeting on 30 March 2020. The Strategy included the following key actions:

- 2.11 *Currently engaging with businesses and community groups impacted by COVID-19 to ascertain needs and hardship being experienced.*
- 2.12 *Launch buy local campaign to support our small businesses and provide social media support.*
- 2.20 *Maintain contact with local businesses to understand impacts and support local business adaptation to new requirements.*
- 2.21 *Consider sponsorship, grants and relief packages for community groups, sporting clubs and local businesses.*

To commence the delivery of these key actions, the City convened the first of a series of Town Team Roundtable meetings with Town Teams and the Town Team Movement on 31 March 2020.

On 1 April 2020 the first Town Team Roundtable was held and a number of business support measures were identified.

On 7 April 2020 the COVID-19 Relief & Recovery Committee received a report noting the identified business support measures including:

1. **Business Directory Database** – create a comprehensive database of local businesses using existing and newly gathered data, to improve communications between the City and local businesses;
2. **Business Health Checks** – establish a system to check-in with the City's local businesses to better understand where the City can provide support and advocacy, as well as track how businesses are faring, adapting and evolving over the coming months;
3. **Support Local 'Open for Business' Campaign** – continue to champion the Open for Business campaign and the communication of the services being offered and delivery options;
4. **Celebrating Success** – identify and promote local business and community success stories;
5. **Rent Relief Advocacy** – collaborate with Town Team Movement to identify what relief landlords are currently providing, what's working well and what is not, to better inform the City's advocacy position;
6. **Centralise Business Communications** – consider how the City could become the conduit for communicating accurate, up-to-date information for and amongst the Vincent business community;
7. **Promote Business Relief & Recovery Initiatives** – promote and link our business community with relevant information from third party organisations such as the Small Business Development Corporation (SBDC); and
8. **Recovery Planning & Reboot** – ensure future business and town centre funding allocations consider the changing business and consumer landscape.

At the 15 April 2020 Town Team Roundtable meeting, an additional business support initiative was identified as follows.

Business E-Newsletter – an as-required newsletter to our local business community to share any important information.

DETAILS:

Having completed or significantly progressed these initiatives, the City's findings are as follows:

1. Business Directory Database & Business E-Newsletter

Administration has compiled an up-to-date, but currently incomplete, database of local businesses in collaboration with the Town Teams. This draft database was used to distribute the first Business E-Newsletter, included as **Attachment 1**, to over 550 local businesses on 24 April 2020.

The database is beneficial for the City's communication and consultation purposes and is continuing to be updated. The second edition of the newsletter was sent to the expanded database last week. Last week's newsletter focused on the easing of restrictions and promoted the City's business reopening support measures including online outdoor eating areas and goods displays permits, temporary parklets and COVID Safety Plan and hygiene training assistance.

2. Business Health Checks

Administration commenced conducting business health checks on 6 April 2020. Key findings from the health checks undertaken to date include:

- Businesses have adapted by reducing staff, with some owners/managers becoming the sole staff member operating the business.
- Jobkeeper was a welcome source of relief for business owners and managers.
- A number of restaurants closed, as a short term measure, in late March and April to reorganise their back of house (deliveries, staff, suppliers, new business plans, Apps, websites) prior to relaunching/opening with altered business models. These restaurants have now largely reopened but many will continue to offer takeaway only during Phase 2 of the COVID WA roadmap.
- Closed businesses have been difficult to reach. This has likely been exacerbated by not having an up-to-date database of owner contact details.
- Some businesses have stayed open, even at a loss, as they see business ownership as a community service and feel an obligation to suppliers, staff and the community to continue providing a service.
- Landlords have largely responded positively by temporarily reducing, discounting or waiving rent.
- Some landlords have refused to make changes which has forced businesses to stop paying rent.
- Businesses have diversified their offering or modified their operation to cater for social distancing requirements (many of these are listed on the City's website).
- Businesses are supportive of continued advocacy, buy local campaigns, and recovery planning.
- Events related businesses were some of the first to cease operation and have been hard hit by the restrictions.
- Businesses have found it hard to manage patrons and ensure adherence to social distancing requirements.
- Open businesses have been very supportive of the State Government's COVID WA roadmap.

The information gathered from local businesses has been valuable in determining how to prioritise actions.

Business health checks will continue to be undertaken in town centres but will be targeted at businesses which remain closed.

3. Support Local 'Open for Business' Campaign

The City has prepared, launched and continues to deliver support local 'Open for Business' communications. The communications include the development of an online Open for Business Directory and the promotion of local businesses and innovations.

Nearly 150 local businesses are registered on the Open for Business Directory. This has been an effective way for businesses to communicate changes to operating hours or service delivery. Platforms that are usually the source of this information such as Google and Facebook have not accurately updated in real time so the City's Open for Business Directory has provided an accurate alternative. The directory is an effective short term measure.

The intention of the support local communications is to drive awareness of local businesses still operating and to encourage visitation and spending during this challenging time. The support local communications have largely been delivered in-house and will continue to be delivered whilst COVID-19 restrictions remain in place.

The City is subscribed to WALGA's new VendorPanel Marketplace. By signing up as a supplier, local businesses will have greater access to the City's procurement services. For the City, this means easier accessibility to local suppliers. This will be available through the City's WALGA membership for at least the next 12 months. WALGA will then seek our input to decide whether to continue with the program.

4. Celebrating Success

Town Teams and local businesses have led this initiative through the promotion of local business initiatives and the sharing of success stories on social media.

Administration continues to identify and promote local business and community stories as part of the support local 'Open for Business' communications and will continue to share Town Team content and stories as restrictions ease and businesses continue to adapt and reopen.

5. Rent Relief Advocacy

Rent relief has continued to be discussed with businesses as part of the business health checks initiative. Administration did not need to progress advocacy in this space as the State Government passed the *Commercial Tenancies (COVID-19 Response) Bill 2020* on 17 April 2020.

6. Centralised Business Communications

The Business Directory Database and Business E-Newsletter initiatives are being undertaken to improve business communications. Opportunities to partner with third party providers, such as Localised, to better communicate accurate, up-to-date information for and amongst the business community are also being explored.

7. Promote Business Relief & Recovery Initiatives

The City's Small Business Support During COVID-19 webpage and Business E-Newsletter have been used to communicate key messages and information, from the Small Business Development Corporation and State Government, to businesses. The webpage will continue to be updated and the Business E-Newsletter continue to be distributed to promote important information including recovery initiatives and the easing of restrictions.

8. Recovery Planning & Reboot

In response to the release of the State Government's *Western Australia's Roadmap for the easing of COVID-19 related restrictions* and the proposed commencement of Phase 2 easing of restrictions on Monday 18 May 2020, the City has commenced or will commence the following actions on Monday 18 May to support local businesses:

- Provide an advisory service to assist businesses to develop COVID Safety Plans and complete COVID training with Health Officers and Place Managers undertaking regular businesses visits.
- Support the resumption of dine-in at restaurants, cafes, bars and pubs, including providing assistance to measure floor areas to determine maximum permitted numbers based on the 4 square metre density rule.
- Assist businesses to apply for expanded outdoor eating and goods display areas via the City's free, online, permit system.
- Provide an advisory service and set of Temporary Parklet Guidelines to assist businesses to make use of on-road car bays for the purposes of extended outdoor eating areas or goods displays.
- Close Leederville Square to allow small businesses adjacent to the square additional space to reach the 20 patron dining limit, and facilitate increased physical distancing to increased foot traffic in the town centre.

- Increase Ranger patrols and Ranger presence in town centres to assist with the monitoring of the 20 patron gathering limit.
- Advocate to Racing Gaming Liquor to support local business through the revision and improved processing Extended Trading Permit applications including the waiving of application fees and expedited approvals for the duration of the COVID-19 restrictions.
- Monitor and review these initiatives through the daily update of a COVID-19 Business Support Register and ongoing fortnightly meetings with Town Teams.
- Encourage people to return to their usual places of work and learning and encourage patrons to return to using public transport to support their local economy within public health requirements and guidelines.

CONSULTATION/ADVERTISING:

With the recurring fortnightly Town Team Roundtable meeting, there is no further consultation or advertising required.

LEGAL/POLICY:

The City is monitoring State and Federal legislative changes and will adapt actions as necessary to suit current restrictions and regulatory positions.

RISK MANAGEMENT IMPLICATIONS:

It is considered low risk to continue the proposed actions.

STRATEGIC IMPLICATIONS:

This is in keeping with the City's *Strategic Community Plan 2018-2028*:

Thriving Places

We are recognised as a City that supports local and small business.

COVID-19 RELIEF AND RECOVERY STRATEGY ALIGNMENT:



SUSTAINABILITY IMPLICATIONS:

Nil.

FINANCIAL/BUDGET IMPLICATIONS:

The actions proposed to continue can be met within the current operating budget.

COMMENTS:

The City plans to continue proactively supporting local businesses, especially through the recovery period, with Phase 2 of the easing of COVID-19 operating restrictions commencing Monday 18 May 2020. Any change to the recommended position will be further communicated through a report to the COVID-19 Relief & Recovery Committee and informed by the views of local businesses, Town Teams and Administration.



WELCOME TO THE FIRST EDITION OF THE CITY OF VINCENT BUSINESS NEWSLETTER.

.....

During this time of unprecedented change, it can be difficult to figure out what support is available to you and your business, where to find the right information and who you need to talk to.

A message from **Mayor Emma Cole**

Dear business community,

Our local businesses have been through so much since the COVID-19 pandemic was declared and public health restrictions took effect in March.

Many of you have had to close your doors, others have had to restrict hours and services and everyone is grappling with financial impacts, worries for displaced staff members and working through new rules and various stimulus packages.

For those who have been able to, we are incredibly thankful for the lengths you are going to in order to continue trading and operating in Vincent. And our message to the Vincent community is clear: now more than ever, we need to support local.

We have heard that you need access to the most up-to-date information, you want to know what Vincent can do to help, that you welcome us sharing your innovations and spreading the word that you're open for business – or that you will be back.

We can support you with this. And we're starting a regular Business e-News update to keep you informed on the best sources of information and how we can help.

We will build on our initiatives for local businesses and economic rebound as new ideas are put forward. If you have suggestions, please let us know. In this time of uncertainty, we are here to navigate and support you through so you can focus on your business.

Best wishes,
Emma Cole





Employee Information

If you have been impacted by COVID-19, you may be eligible for the JobKeeper program.

If you are an employee, or if you have employees, the Treasury website is the best place for information.

Find out more here, treasury.gov.au/coronavirus/jobkeeper

Lease & Tenant Information

Do you need help negotiating your lease? Do you have a tenant that's in financial hardship?

Visit the SBDC website for useful business advice all you need to know about understanding commercial leases.

smallbusiness.wa.gov.au

Making it easier to diversify

Diversifying your business may be a way to help you through this tough time and provide additional income streams or stability.

We've made it easier for businesses to adapt by streamlining the planning system to allow temporary uses and temporary changes of use to occur without planning approval. Find out more on our website.

vincent.wa.gov.au/news

Vincent business support

We've launched a number of initiatives to provide immediate relief and support for our local businesses impacted by COVID-19. These measures are outlined in our comprehensive COVID-19 Relief and Recovery Strategy, which was adopted at the 30 March Special Council Meeting.

Visit vincent.wa.gov.au/covid-19 for more info.

To see what else we can do to help and to keep in touch, our Place Managers have been calling businesses across Vincent.

Community Support Network

The Vincent Community Support Network aims to connect volunteers with vulnerable residents who may be at high risk of being impacted by COVID-19.

Visit www.vincent.wa.gov.au/supportnetwork to register someone for support or volunteer to assist others.

Celebrating business success and initiatives

If your business has a good news story or you want to tell the community how you have adapted in response to COVID-19, please get it touch. We love to share good and innovative news stories from our local business community and want to encourage people to shop locally more than ever before.

Get in touch.

- Tag us in your social media [@cityofvincent](https://twitter.com/cityofvincent). We can then re-share your content on our platforms
- Email us details and any images to marketing@vincent.wa.gov.au
- Complete our Open for Business online form vincent.wa.gov.au/open-for-business

Register for our Business e-Newsletter

If you didn't receive our business e-news last week via email, follow the link below and we'll add you to our business mailing list.

www.vincent.wa.gov.au/business-news

If you have any questions or want to chat, you can reach our Place Managers on **9273 6000** or placemanagers@vincent.wa.gov.au

8 ANNOUNCEMENTS BY PRESIDING MEMBER (WITHOUT DISCUSSION)

9 GENERAL BUSINESS

10 CONFIDENTIAL ITEMS/MATTERS FOR WHICH THE MEETING MAY BE CLOSED

Nil

11 NEXT MEETING

26 May 2020

- COVID-19 Weekly Update
- Cash-in-lieu Expenditure Plan Draft
- Financial Assistance Recommendations for City Tenants - East Perth Football Club Inc. and Gymnastics WA Inc.
- Rates Hardship Guidelines

3 June 2020

- COVID-19 Weekly Update
- Financial Assistance Recommendations for City Tenants - Robertson Park Artists, Belgravia Leisure and Kidz Galore (Pty) Ltd
- Sale of 150 Charles Street, Perth and 202 Vincent Street, North Perth – timing and process

12 CLOSURE